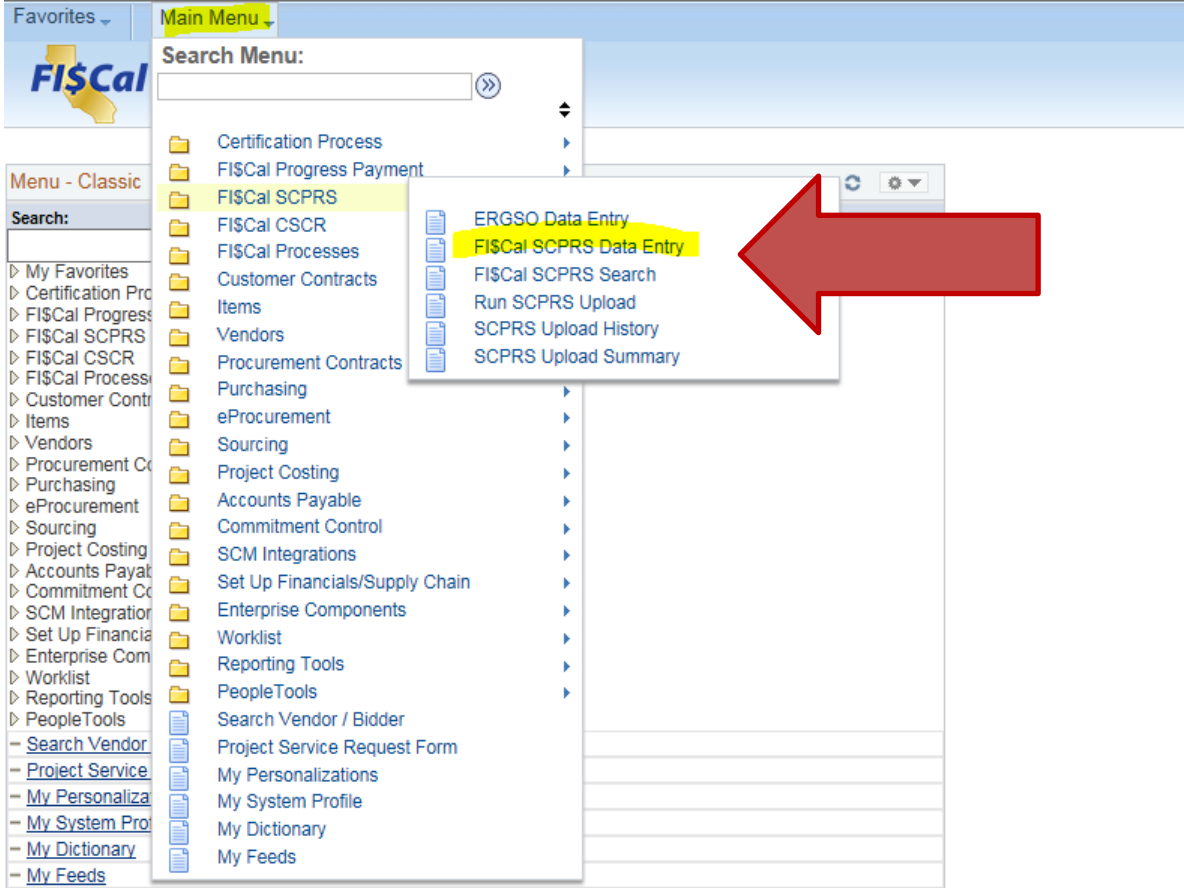


How to determine the correct UNSPSC Code

Step	Action
1	Log in to FI\$Cal
2	Click "Main Menu"
3	Click "FI\$Cal SCPRS"
4	Click "Run SCPRS Data Entry"




The screenshot displays the FI\$Cal application interface. The 'Main Menu' is expanded, showing a list of categories. The 'FI\$Cal SCPRS' category is highlighted. A sub-menu is open for 'FI\$Cal SCPRS', listing several options. A red arrow points to the 'Run SCPRS Data Entry' option, which is the target for step 4 of the process.

Main Menu:

- Certification Process
- FI\$Cal Progress Payment
- FI\$Cal SCPRS**
 - FI\$Cal CSCR
 - FI\$Cal Processes
 - Customer Contracts
 - Items
 - Vendors
 - Procurement Contracts
 - Purchasing
 - eProcurement
 - Sourcing
 - Project Costing
 - Accounts Payable
 - Commitment Control
 - SCM Integrations
 - Set Up Financials/Supply Chain
 - Enterprise Components
 - Worklist
 - Reporting Tools
 - PeopleTools
 - Search Vendor / Bidder
 - Project Service Request Form
 - My Personalizations
 - My System Profile
 - My Dictionary
 - My Feeds

FI\$Cal SCPRS Sub-menu:

- ERGSO Data Entry
- FI\$Cal SCPRS Data Entry**
- FI\$Cal SCPRS Search
- Run SCPRS Upload
- SCPRS Upload History
- SCPRS Upload Summary

5	<div>Click “Add a New Value”</div> <div><div><div>Favorites ▾Main Menu ▾ > FI\$Cal SCPRS ▾ > FI\$Cal SCPRS Data Entry</div><div></div></div><div><div>FI\$Cal SCPRS Data Entry</div><div><div>Find an Existing ValueAdd a New Value</div><div><div>Business Unit: 7760 🔍</div><div>Purchase Document #: </div><div>Add </div><div>Find an Existing Value Add a New Value</div></div></div></div></div>
6	Enter your four digit “ Business Unit” and make up a “Purchase Document #”
7	Click “Add” button”

8

Enter UNSPSC code listed from the contract in the UNSPSC field. If UNSPSC code cannot be found please contact: helpunspsc@dgs.ca.gov

[Favorites](#) > [Main Menu](#) > [FI\\$Cal SCPRS](#) > [FI\\$Cal SCPRS Data Entry](#)

FI\$Cal

SCPRS Entry

[Report SCPRS Order](#)

Business Unit: 7760 Purchase Order Date: 06/30/2016 *DGS Billing Code: Change Order:
 Purchase Document #: jkl Change Order Reason:
 CalCard: ☐ Blanket PO: ☐ Grand Total: Sub-Total:

*Acquisition Type:
 *Acquisition Method:
 Department: Department of General Services
 IBond:

*Enter by/Buyer Contact:
 Comments:
 Attachments

Funding:
 *Vendor ID: [Advanced Vendor Search](#) [Subcontracting and SB/DVBE Contracting](#)

[LPA Contracts](#)

LPAContractNumber:

*Start Date: Start Year:
 *End Date: End Year:

Fiscal Year Total [Personalize](#) | [Find](#) | | First 1 of 1 Last

Fiscal Year	Amount
1	0.000

[Item Description](#) [Account Codes](#)

*Line Number	Item ID	*Item Description	EPP/SABRC	*Unit of Measure To	*Quantity	Amount	*UNSPSC	Description
1	<input type="text"/>	<input type="text"/>	EPP/SABRC	<input type="text"/>	<input type="text"/>	0.00000	10101519	Buffalo or bison

9

Click the “Look Up” button

10

Description: Using drop-down arrow change “begins with” to “contains” enter name of product.

Look Up UNSPSC ✕

Category: ▼

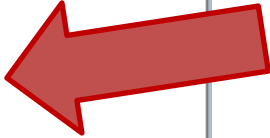
Description: ▼

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Category	Description
50111548	Bison or buffalo, minimally processed with additions
50111547	Bison or buffalo, minimally processed without additions
50112039	Bison or buffalo, processed with additions
50112038	Bison or buffalo, processed without additions
10101519	Buffalo or bison



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If your UNSPSC code cannot be found please contact: helpunspsc@dgs.ca.gov